

Title: Local Agency Application

Purpose

This chapter provides general guidance for applying to operate the Special Supplemental Nutrition Program for Women, Infants and Children.

Authority

7 CFR 246.5

Policy

It is the policy of the Montana WIC Program to accept applications for providing WIC services in a designated service area and satellite clinics. Applications will be reviewed on the information provided.

I. Application

- A. The process for application of agencies interested in operating a WIC program (this applies to additional clinic sites within existing programs, new agencies, satellite sites or conversion of a satellite site to a standalone site) is:
 - 1. Potential contracts may call or write the state WIC agency and express interest, request information, request application, etc., from the agency and/or DPHHS.
- B. An application packet will be sent to applicant within 5 calendar days of initial contact.
- C. The written request must include, but is not be limited to:
 - 1. Reason(s) for opening the site
 - 2. Estimated caseload of the new site, by month and category of client including racial/ethnic composition; including supporting documentation for numbers used in caseload estimate
 - 3. Staffing pattern
 - 4. Location of the clinic site
 - 5. Estimated equipment (weighing and measuring devices, etc.) needed
 - 6. Assessment of community resources available
 - 7. Estimated budget (staff, travel costs, etc.)
 - 8. Proposed days and hours of operation
 - 9. Availability of currently authorized WIC retailers
 - 10. Within 15 calendar days after receipt of an incomplete application, written notification to the applicant agency with the additional information needed-provided

11. Within 30 calendar days after receipt of a complete application, the applicant will be notified in writing of approval or disapproval of its application
- D. Within 90 days notification of completeness and approval, the State WIC Office will complete the following activities:
 1. Prepare computer software, including changes to both the central PC host computer and the local agency computer
 2. Check computer hardware, including whether existing equipment is capable of handling more data
 3. Ordering additional equipment, if needed
 4. Assure sufficient blank food instrument stock is available
 5. Notify the bank of additions to the system
 6. Such other activities as required to assure that additional sites are functional.
- E. Additional clinic sites may not open until final written approval is received from the state WIC agency.
- F. When funds are available and an application is approved, the state WIC agency will schedule an on-site visit to the agency and assist in the set-up of operational procedures as soon as practical after approval, but not less than 30 calendar day's post-approval.
- G. If the additional clinic site is within an existing program's service area, the additional site must be funded and operated within that program's budget as determined by the current funding formula.
- H. No additional funding will be provided, based on the funding formula, until the beginning of a new contract period (or mid-year, if the statewide WIC grant is increased). Additional funding for equipment to furnish a new site will be evaluated on a case by case basis.
- I. When an application is disapproved, the applicant agency will be given written notification of its right to appeal, and of the reasons for disapproval.
- J. When an agency submits an application and there are no funds to serve the area, the applicant will be notified within 30 calendar days of receipt of the application (whether complete or not) that no funds are available. The application will be returned to the applicant, and the name and address of the applicant agency will be retained by the state WIC agency.

II. Review Criteria

- A. The review criteria for selection of local programs to administer the WIC program will include, but not limited to, the following factors:
 1. The applicant's position in the Montana WIC Affirmative Action Plan
 2. Adherence to 7 CFR 246.5:
 - a. Priority A: A public or private non-profit health agency that provides ongoing routine pediatric and obstetric care and administrative services

- b. Priority B: A public or private non-profit health or human service agency that will enter into a written agreement with another agency for either ongoing routine pediatric and obstetric care or administrative services
 - c. Priority C: A public or private non-profit health agency that will enter into a written agreement with private physicians, licensed by the State, in order to provide ongoing routine pediatric and obstetric care to a specific category of participants (women, infants or children)
 - d. Priority D: A private or non-profit human service agency that will enter into a written agreement with private physicians, licensed by the State, to provide ongoing routine pediatric and obstetric care;
 - e. Priority E: A public or private non-profit health or human service agency that will provide ongoing routine pediatric and obstetric care through referral to a health provider
- B. The applicant's plan for providing linkages with appropriate health care providers.
- C. The applicant's projected ability to meet a minimum average monthly caseload of 200 participants in the WIC Region proposed by the applicant and accepted by the State WIC Agency. Supporting documentation of the projected caseload must accompany the application. Historical data from prior contractors may be used. The standard time period used for historical data will be the most recent annual time period of April to March.
- D. The applicant's projected ability to meet WIC Program regulations and State policies and procedures.
- E. The qualifications of the staff, the applicant's history of performance in other programs and in administering similar public health services.
- F. The applicant's plan for providing linkages with appropriate health care providers.
- G. The applicant's ability to make the WIC program accessible to participants.
- H. The applicant's projected cost of operations.
- I. The applicant's financial integrity and solvency as demonstrated by independent audits.

III. Affirmative Action Plan

- A. The Affirmative Action Plan for the current fiscal year has been based on the most recently available census data (2000) and updated (1985) data on low birth weight infants from the Montana Department of Public Health and Human Services (DPHHS).

IV. Affirmative Action Ranking

- A. The Affirmative Action Plan rankings would be used as one tool among many to assist in the expansion of WIC in Montana, if and when funds become available. If funds were available, new agencies or satellites would be opened in descending order from the top of the plan, with no WIC agency receiving funds until the preceding eligible agencies were funded.
- B. A Request for Proposal (RFP) for agencies meeting program criteria would be solicited in the area(s) of proposed expansion in accordance with regulations. Such agencies could include

county governments, hospitals, etc. The RFP would be advertised in the media and the state WIC agency would make direct contact with known eligible agencies in the area. Applicants would be assisted in the application process as outlined in the application packet for local programs, and selected in accordance with 7 CFR 246.5(d).

1. See Attachment [Application for a Local Program](#)
2. See Attachment [Application for a Satellite Clinic](#)